

# ARC Vacancy Announcement

**U.S. DEPARTMENT OF ENERGY - ALBANY RESEARCH CENTER (ARC)**

**ANNOUNCEMENT NO.:** ARC-04-05

**OPENING DATE:** 05-26-04

**CLOSING DATE:** 06-23-04

**POSITION:** Budget Analyst, GS-560-9/11

**LOCATION:** Albany Research Center  
Albany, Oregon

**SUBJECT TO:**

Agreement Covering Discoveries, Inventions And Improvements  
DOE CTAP (See Attached)  
ICTAP (See Attached)  
1st Year Probationary Period

**PROMOTION POTENTIAL:** GS-12

**SALARY RANGE:** GS-9 = \$40,454 - \$52,591 per annum  
(includes locality pay) GS-11 = \$48,947 - \$63,629 per annum

**AREA OF CONSIDERATION:** All Sources - Any Qualified U.S. Citizen

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**DUTIES AND RESPONSIBILITIES:** The position is located in the Office of Research Development which is responsible for budget and finance functions. The incumbent will be responsible for preparing instructions for establishing budget and program policy and procedures for program managers from such sources as OMB, departmental and Energy program and budget directives, bulletins, and policies. He/she will be responsible for the apportionment of direct funding among program areas and for the development, review, and presentation of the center's financial status throughout the fiscal year. Reviews internal financial records, monitors the use and rate of expenditure of budgeted funds, and provides budget and fiscal information, advice and counsel in support of the Center planning, staffing, and budget process. Responsible for the preparation of agreement budget documents. Provides guidance on appropriate use of reimbursable, Work for Others, Memorandum of Agreement, Interagency Agreements, and Cooperative Research and Development Agreement funds. Reviews cost authorities and evaluates the propriety of reapportionment requests and processes accordingly. Tracks and monitors the account balances and agreement end date to ensure accounts are not over spent. Acts as a primary point of contact for budget and finance issues for the Albany Research Center (ARC). Oversees credit card expenditures for the Center, performs audits of credit card usage, and provides advice and direction regarding procurements, contract modifications, and purchase agreements. Provides computer input into the Automated Time Attendance and Production System and small purchase system. Approves payment for all ARC invoices. Interfaces regularly with the DOE Oak Ridge Financial Service Center to ensure prompt payment and to resolve any discrepancies or issues.

**QUALIFICATION REQUIREMENTS:** Applicants must have general and/or specialized experience and any selective placement factors as described below. This requirement is in accordance with the OPM Qualification Standards Operating Manual, available in any Government Personnel Office, which specifies when and how education may be substituted for the experience.

**GS-9:** Candidates must possess a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., in majors such as accounting, finance, business administration or a directly related field, **OR** one year of specialized experience equivalent to at least GS-7 in the Federal service, which has equipped them with the specific knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

**GS-11:** Candidates must possess a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M. in majors such as accounting, finance, business administration, or a directly related field, **OR** one year of specialized experience equivalent to at least GS-9 in the Federal service, which has equipped them with the specific knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

Specialized experience is experience in accounting, auditing, budgeting, financial management or work performing a variety of accounting/financial duties.

**BASIS OF EVALUATION:** Qualified applicants will be rated against the established quality ranking factors. The extent to which a candidate possesses each knowledge, skill, and/or ability will be determined by measuring the level of experience, education, and training as they relate to each quality ranking factor. **RATING/RANKING OF APPLICANTS WILL BE BASED SOLELY ON INFORMATION CONTAINED IN THE CANDIDATE'S APPLICATION PACKAGE; THEREFORE, CANDIDATES ARE REQUESTED TO SPECIFICALLY ADDRESS EACH QUALITY RANKING FACTOR AND HIGHLIGHT THE SIGNIFICANCE OF THEIR SPECIFIC EXPERIENCE. FAILURE TO ADDRESS THE QUALITY RANKING FACTORS MAY RESULT IN A LOWER RATING.**

1. Knowledge of concepts, principles, practices, laws and regulations which apply to budgeting.
2. Knowledge and understanding of a budget cycle from budget development to budget implementation.
3. Ability to gather, compare, and correlate information in order to project long range funding needs.
4. Knowledge of accounting principles.
5. Skill in identifying and analyzing trends in the expenditure of funds.
6. Ability to communicate orally and in writing effectively and professionally with internal and external individuals and groups.

**NOTES:**

The U.S. Department of Energy is an Equal Opportunity Employer.

Relocation funds are not available for this position.

Probationary Period applies to applicants appointed under "All Sources" announcements.

On vacancy announcements advertised at more than one grade level, applicants must identify the lowest pay or grade level they will accept; otherwise, the applicant will be rated only for the highest grade level for which they are qualified.

As a condition of employment, new employees are required to arrange for direct deposit of paychecks.

ARC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the NETL HR Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

For more information about the Albany Research Center, please visit our website at [www.alrc.doe.gov](http://www.alrc.doe.gov).

You must include your Social Security Number on your application.

This position is in the bargaining unit.

This announcement may be used to fill additional positions.

**TO APPLY:** Submit the following forms listed below. (Note: Applications and any attached materials will not be returned.)

Either a current, completed Personal Qualifications Statement (SF-171), or an Optional Application for Federal Employment (OF-612 <http://www.opm.gov/Forms/html/of.asp>), or a Federal Style Resume (which contains specific information outlined on the attachment to this announcement). Reference the vacancy announcement number on application. Forms may be downloaded by going to [www.opm.gov](http://www.opm.gov). **ELECTRONIC VERSIONS OF RESUMES WILL NOT BE ACCEPTED.**

Supplementary statement addressing the quality ranking factors which highlights aspects of your background as they relate to the knowledge, skills, and abilities required by the position. **Note: Rankings will be based solely on information contained in your application package. Failure to address quality ranking factors may result in a lower rating.**

College transcript (if qualifying based on education) documenting receipt of degree to include courses and grades and semester/quarter hours received. (Unofficial transcript may be submitted, however, if selected an Official Transcript will be required.)

Declaration of Federal Employment (OF-306 <http://www.opm.gov/Forms/html/of.asp>), if using the OF-612 or a Resume which requires a statement certifying that to the best of your knowledge and belief, all of the information on and attached to the OF-306, is true, correct, complete and made in good faith. False or fraudulent answers to any questions on any part of the declaration or its attachments may be grounds for not hiring, or for firing after beginning work, and may be punishable by fine or imprisonment.

Application for 10-Point Veterans' Preference (SF-15), if applicable.

DD-214 to claim 5-Point Veterans' Preference (see attached), if applicable.

Submit application material to the following office:

U.S. Department of Energy  
National Energy Technology Laboratory  
Human Resources Division, Mail Stop 921-204  
P.O. Box 10940 or 626 Cochran Mill Road  
Pittsburgh, PA 15236

Applications must be received by the Human Resources Division on or before the closing date of the vacancy announcement or be postmarked by closing date and received by the Human Resources Division within 5 working days after the closing date. Late applications will not be considered.

Questions regarding this announcement can be directed to Pamela Boylan at (412) 386-5872 or [boylan@netl.doe.gov](mailto:boylan@netl.doe.gov).

## **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED EMPLOYEES**

### **Department of Energy (DOE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)**

If you are currently a **DOE** employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the **DOE** Agency Career Transition Assistance Program (CTAP). To be eligible for special priority selection under the DOE's Career Transition Assistance Program (CTAP) you must meet all of the following conditions:

1. Displaced Employee is: (A) a current DOE career or career-conditional competitive service employee in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a **RIF** separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area; or (B) a current DOE employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given non-competitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has received a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area.

Surplus Employee is: (A) a current employee serving under an appointment in the competitive service, in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a Certificate of Expected Separation (CES) or other official certification issued by DOE indicating that your position is surplus, for example, a notice of position abolishment, or a notice stating that you are eligible for discontinued service retirement; or (B) a **current** DOE employee serving on an excepted service appointment without time limit, at a GS-15 grade level or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that your position is surplus, for example, a notice of position abolishment or a notice stating that you are eligible for discontinued service retirement, and you have been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.

You must submit one of the following with your application as proof of eligibility for this special selection priority: (A) a copy of the **RIF** separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area; (B) Certificate of Expected Separation (CES) or other official notice from DOE indicating that you are surplus or eligible for discontinued service retirement; or (C) other official DOE certification identifying you as being in a surplus organization or occupation.

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package.
4. Be currently employed by the **DOE** in the same commuting area of the position for which you are requesting priority consideration; or at DOE's discretion, occupy a position beyond the local commuting area. An eligible DOE employee outside the local commuting area, can only exercise selection priority when there are no eligible surplus and displaced DOE employees within the local commuting area who apply and are found well qualified..
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position (final score on quality ranking factors is at the acceptable or above level).

## **DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You **must** submit one of the following as proof of eligibility for this special selection priority: a Reduction in Force (RIF) separation notice, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF or for declining a transfer of function or directed reassignment to another commuting area; official certification from an agency stating that it cannot place you and your injury compensation has been or is being terminated; official notification from the Office of Personnel Management (OPM) that your disability annuity has been or is being terminated; or official notification from the Military Department or National Guard Bureau that you have retired under 5 United States Code 8337(h) or 8456. The following categories of candidates are considered displaced employees.

- A. Current or former career or career-conditional (tenure Group **I** or **II**) at the GS-15 grade level or equivalent and below competitive service employees who:

1. Received a specific **RIF** separation notice; or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area;
2. Separated because of a compensable injury or illness as provided under the provisions of Subchapter I of Chapter 81 of Title 5, United States Code, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability under Sections 8337 or 8451 of Title 5, United States Code, and whose disability annuity has been or is being terminated; or
4. Upon receipt of a **RIF** separation notice retired **ON** the effective date of the **RIF** and submits a Standard Form 50 that indicates "Retirement in lieu of **RIF**"; or
5. Retired under the discontinued service retirement option; or
6. Was separated through reduction in force, or removed for declining a transfer of function or directed reassignment outside the local commuting area.

**OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

**OR**

- C. A current Executive Branch agency employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a reduction in force separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside the local commuting area.

**OR**

- D. A former Executive Branch agency employee in the excepted service, who served on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has been separated through reduction in force or removed for declining a transfer of function or directed reassignment outside the local commuting area.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well-qualified for the position (final score on quality ranking factors is at the acceptable or above level).

## **VETERAN PREFERENCE IN HIRING:**

### **1. General Provisions**

If you are claiming 5-point preference, you must include on your resume (or an attached piece of paper) the following information: your dates of service, branch of service, and any campaign badges or expeditionary medals you received; and attach to your application material a copy of your DD-214, Certificate of Release or Discharge from Active Duty or other proof of eligibility. If you are claiming 10-point preference, you must attach a completed Standard Form (SF) 15, Application for 10-Point Veterans' Preference, along with the documentary proof described on that form.

You **cannot** receive preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military reserve. To receive veteran preference, your separation from active duty must have been under honorable conditions. This includes honorable and general discharges, but not clemency discharges. Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.

### **2. 5-Point Preference**

You may qualify for 5-point preference under any **one** of the following conditions:

- A. If you served on active duty, other than in the Reserves, any time between December 7, 1941, and July 1, 1955 (if you were a Reservist called to active duty between February 1, 1955, and July 1, 1955), you must meet condition B. below.
- B. If you meet **both** of the following conditions:
  - 1. You served on active duty for more than 180 days, and
  - 2. You served on active duty any part of which was between July 2, 1955, and October 14, 1976, or you were a Reservist called to active duty between February 1, 1955, and October 14, 1976.
- C. If you meet **both** of the following conditions:
  - 1. You entered on active duty between October 15, 1976, and September 7, 1980, or were a Reservist who entered on active duty between October 15, 1976, and October 13, 1982, and
  - 2. You are a disabled veteran, or service must have been performed during a war or in a campaign or expedition for which a campaign badge or Expeditionary Medal has been authorized.
- D. If you enlisted in the Armed Forces after September 7, 1980, or entered active duty other than by enlistment on or after October 14, 1982, and meet **either** of the following conditions:
  - 1. Your service must have been performed during a war or in a campaign or expedition for which a Campaign Badge or Expeditionary Medal has been authorized, and **either** completed 24 months of continuous active duty or the full period called or ordered to active duty, **or** were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173, or
  - 2. You are a disabled veteran.

**NOTE:** Under a new law, the Defense Authorization Act of November 18, 1997, veterans' preference is accorded anyone who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to anyone who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. Otherwise eligible means that a person must have been separated from the service under honorable conditions and have served continuously for a minimum of 24 months or the full period for which called or ordered to active duty. The law also authorizes the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor (November 29, 1995-December 20, 1996) and Operation Joint Guard (December 20, 1996-to be determined). The Secretary of each military department decides which members are eligible. The award of the Armed Forces Expeditionary Medal is qualifying for veterans' preference.

3. 10-Point Preference

If you are a disabled (compensable or non-compensable) veteran, a Purple Heart recipient, or the spouse, widow, or mother of a deceased or disabled veteran, you may qualify for 10-point preference, you must enclose with your resume a completed SF-15 along with the necessary documentary proof.

**NOTE:** More information on veterans' preference is available in the Vets Guide that can be accessed through the Internet at [www.opm.gov](http://www.opm.gov).



**Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement):**

**JOB INFORMATION**

Give the following information related to the job for which you are applying.

Announcement number

Title

Grade(s)

Identify the lowest pay or grade level you will accept. (You will not be considered for jobs which pay less than you indicated.)

**PERSONAL INFORMATION**

Full name

Mailing address (*with ZIP Code*)

Day and evening phone numbers (*with area code*)

Social Security number

Country of citizenship (*Most Federal jobs require United States citizenship.*)

Veterans' preference

Reinstatement eligibility (*If requested, attach SF-50 proof of your career or career-conditional status.*)

Highest Federal civilian grade held (*Also give job series and dates held.*)

**EDUCATION**

High school

Name, city, and state (ZIP code if known)

Date of diploma or GED

Colleges and universities

Name, city, and state (ZIP code if known)

Majors

Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

**WORK EXPERIENCE**

Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (*Do not send job descriptions.*)

Job title (*include series and grade if Federal job*)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (*month and year*)

Hours per week

Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job-related training courses (*title and year*).

Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job-related certificates and licenses (*current only*)

Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (*Give dates but do not send documents unless requested.*)

**APPLICANT BACKGROUND SURVEY QUESTIONNAIRE**

**PRIVACY INFORMATION**

**General**

The information is provided pursuant to Public Law 935-597 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**Authority**

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

**Purpose and Routine Uses**

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

**Effects of Nondisclosure**

Providing this information is voluntary. No individual personnel selections are made based on this information.

**GENERAL INSTRUCTIONS**

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are **voluntary**. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

**Vacancy Announcement No.:**

ARC-04-05

**Date (Month, Day, Year):**

**Position:** Budget Analyst, GS-560-9/11

**Name:**

**How did you learn about the particular position or exam for which you are applying? (You may circle up to three choices.)**

- 01--Private Information Service
- 02--Magazine/Newspaper
- 03--Radio/TV
- 04--DOE Home Page
- 05--NETL Home Page
- 06--OPM USA Jobs
- 07--Minorities Job Bank
- 08--Other WEB sites (Specify):
- 09--Hard Copy of Vacancy Announcement
- 10--Agency Personnel Department
- 11--FRS-Federal Career Opportunities Listing
- 12--Federal/State/Local Job Information Center
- 13--Religious Organization
- 14--School or College Counselor or Other Official
- 15--Friend or Relative Working for the Agency
- 16--Friend or Relative Not Working for Agency
- 17--State Employment Office (Unemployment Office)
- 18--Private Employment Office
- 19--Other (Specify):

**Please categorize yourself in terms of the race/ethnic category and sex using the definitions below: (Please circle one.)**

**RACE/ETHNIC CODE:**

**A--American Indian or Alaskan Native**

Person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**B--Asian or Pacific Islander**

Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**C--Black, Not of Hispanic Origin**

Person having origins in any of the black racial groups of Africa.

**D--Hispanic**

Person of Mexican, Puerto Rican, Cuban Central or South American, or other Spanish culture or origin, regardless of race.

**E--White, Not of Hispanic Origin**

Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**SEX: (Please circle one.)**

1--Male

2--Female

**DISABILITY STATUS: (Please circle one.)**

You may submit this form as part of your application package; however, it will be removed upon receipt and forwarded to NETL's Office of the Economic Impact and Diversity Manager.

**Disability Status Codes:**

05. I do not have a disability.

16. Total deafness in both ears, with or without understandable speech.

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device).

25. Blind in both eyes (no usable vision, may have some light perception).

28. Missing one arm or one leg.

33. Missing both hands or both arms or both feet or both legs.

35. Missing one hand or arm and one foot or leg.

64. Partial paralysis of both hands.

65. Partial paralysis of both legs, any part, or both arms, any part.

67. Partial paralysis of one side of the body, including one arm and one leg.

68. Partial paralysis of three or more major parts of the body (arms and legs).

71. Complete paralysis of both hands or both arms or both legs.

72. Complete paralysis of one arm or one leg.

76. Complete paralysis of lower half of body, including legs.

77. Complete paralysis of one side of body, including one arm and one leg.

78. Complete paralysis of three or more major parts (of body) (arms and legs).

82. Convulsive disorder (e.g., epilepsy).

90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).

- 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
- 92. Severe distortion of limbs and/or spine (e.g., dwarfism, severe distortion of the back).
- 06. I have a disability, but it is not listed above. Describe: